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FM COMNAVRESFORCOM//N01A//

TO NAVRESFOR

INFO COMNAVCRUITCOM MILLINGTON TN

COMNAVPERSCOM MILLINGTON TN//PERS4/PERS8/PERS9//

CHINFO WASHINGTON DC

NAVRESLIASOFF

BT

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ALNAVRESFOR 010/04

MSGID/GENADMIN/COMNAVRESFORCOM//

SUBJ/RESERVE PUBLIC AFFAIRS OFFICER (1655) MANAGEMENT AND ASSIGNMENT
/POLICY//

REF/A/1001.5D/COMNAVRESFOR/02OCT2002//

REF/B/DOC/COMNAVRESFOR/30JAN2004//

NARR/REF A IS COMNAVRESFORINST 1001.5D, ADMINISTRATIVE PROCEDURES
FOR THE DRILLING RESERVE AND PARTICIPATING MEMBERS OF THE INDIVIDUAL
READY RESERVE (IRR)/REF B PROVIDES AUTHORITY FOR CHINFO TO EXECUTE
ACTIVE DUTY MANAGEMENT OF THE RESERVE PUBLIC AFFAIRS PROGRAM.//

POC/J LEWIS/LCDR/COMNAVRESFORCOM/LOC:NEW ORLEANS LA

/TEL:COMM 504-678-6091/TEL:DSN 678-6091/EMAIL:JOHN.LEWIS1@NAVY.MIL//

RMKS/1. GUIDANCE IN REF (A) OUTLINING BILLET ASSIGNMENT PROCEDURES
FOR SELRES OFFICERS IN THE PUBLIC AFFAIRS COMMUNITY (1655
DESIGNATOR) ARE HEREBY HELD IN ABEYANCE. REVISED ASSIGNMENT
GUIDANCE WILL BE INCLUDED IN AN UPCOMING CHANGE/REVISION TO REF (A).
EFFECTIVE IMMEDIATELY, THE ACTIVE DUTY PUBLIC AFFAIRS DETAILING SHOP
AT PERS-448 HAS ASSUMED BILLET ASSIGNMENT/DETAILING RESPONSIBILITIES
FOR ALL OFFICERS (ENS-CAPT) WITHIN THEIR COMMUNITY. PER REF (B),
THIS CHANGE WAS IMPLEMENTED IN SUPPORT OF ACTIVE RESERVE INTEGRATION
(ARI) AND TO OBTAIN EFFICIENCIES IN OVERALL ORGANIZATION. AS A
RESULT OF THIS CHANGE, 05/06 1650 BILLETS ADVERTISED IN THE APPLY
PROGRAM FOR FILL AT THE FY05 NATIONAL COMMAND AND SENIOR OFFICER
NON-COMMAND SCREENING AND ASSIGNMENT BOARD HAVE BEEN REMOVED FROM
ADVERTISEMENT. PAOS ARE ELIGIBLE TO REQUEST NAVY EMERGENCY LIAISON
PREPAREDNESS OFFICER (NEPLO) AND 1XXX (NON-1655 LINE OFFICER)
BILLETS VIA APPLY. PAOS DESIRING NEPLO/1XXX BILLETS MUST REGISTER
AND MAKE BILLET ASSIGNMENTS VIA APPLY. HOWEVER, ASSIGNMENT TO A
1650 BILLET BY PERS-448 TAKES PRECEDENCE OVER ASSIGNMENTS VIA THE
APPLY BOARD. INTEGRATING PAOS INTO THE AD DETAILING PROCESS HAS
ELIMINATED THE NEED FOR SUBMITTING INTERIM FILL AND OVERGRADE
WAIVERS FOR 1655 OFFICERS.

2. ASSIGNMENT PROCEDURES: IN ORDER TO REQUEST DUTY PREFERENCES,
1655 OFFICERS MUST SUBMIT TO THE DETAILERS AN INFORMATION UPDATE AND
DUTY PREFERENCE FORM, LOCATED ON THE PERS 448 WEBSITE AT:

WWW.PERSNET.NAVY.MIL/PERS448/P448HOME.HTM

JUST AS IN THE CURRENT AD DETAILING PROCESS, THE DETAILER WILL BE
CONTACTING PAOS AS ANTICIPATED VACANCIES BECOME AVAILABLE AND WILL
WORK WITH EACH OFFICER TO FACILITATE THE BEST ASSIGNMENT. OFFICERS
AWAITING ASSIGNMENT AND THOSE WHO DECLINE AN ASSIGNMENT WILL BE
TRANSFERRED TO THE VTU UNTIL DETAILED TO A BILLET BY PERS-448. ONCE
THE DETAILER COMPLETES AN ASSIGNMENT, THE PERSONNEL/BILLET
ASSIGNMENT INFORMATION WILL BE PROVIDED TO COMNAVRESFORCOM N12 FOR
ORDERS PREPARATION; COPY TO THE DETAILER, OFFICER CONCERNED AND THE
GAINING/LOSING ECHELONS IV, V AND VI AND SUPPORTED COMMAND FOR CO
ASSIGNMENTS. THE GAINING ECHELON V WILL INITIATE TRANSFER/BILLET
ASSIGNMENT IN NSIPS. ECHELON IV WILL TRACK ASSIGNMENT FOR
COMPLETION WITHIN 5 WORKING DAYS.

3. NEW ACCESSIONS. PAO ACCESSIONS WILL BE INITIATED IN THE SAME

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MANNER AS CURRENTLY USED FOR ALL OTHER OFFICERS. ONCE THE ACCESSION REQUEST IS RECEIVED VIA TRACKER AT COMNAVRESFORCOM, THE MEMBER WILL BE PLACED ON HOLD FOR END-STRENGTH WHILE BILLET INFORMATION IS OBTAINED FROM PERS-448. IF NO VACANCIES EXISTS, THE MEMBER WILL BE MAINTAINED ON HOLD FOR END-STRENGTH. IF A VACANCY IS AVAILABLE, THE ACCESSION WILL BE APPROVED AND ORDERS PREPARED BY THE RECRUITER; COPY TO THE DETAILER, MEMBER, ECHELON IV, V AND VI AND SUPPORTED COMMAND FOR CO ASSIGNMENTS. THE ECHELON V WILL INITIATE GAIN/BILLET ASSIGNMENT IN NSIPS AND THE ECHELON IV WILL TRACK FOR GAIN COMPLETION WITHIN 5 WORKING DAYS.

4. POC S AT PERS-448 ARE:

CAPT BETSY BIRD, BETSY.BIRD@NAVY.MIL , (901) 874-4091; HEAD DETAILER (0-5/0-6) AND OCM

LCDR DARRYN JAMES, DARRYN.JAMES@NAVY.MIL , TEL (901) 874-4025; ASST DETAILER/OCM (0-1/0-4)

MS. JO ANN TAYLOR, GENERAL INFORMATION (901) 874-4023.

5. POCS AT COMNAVRESFORCOM N12 ARE:

LCDR JOHN LEWIS, JOHN.LEWIS1@NAVY.MIL , (504) 678-6091;
OFFICER MANPOWER/APPLY MANAGER (N12)

YNC(SW) TERRY RAYMER, CHARLES.RAYMER@NAVY.MIL , (504)
678-6170; OFFICER MANPOWER ASSISTANT (N122A).//

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